



City of Waterville, Maine

Request for Proposals for

Municipal Copier Lease

The City of Waterville is soliciting proposals for providing a 60 month municipal lease for copiers, with a 60 month cost per copy price for these machines. These copiers will be located at City various offices within Waterville. The City of Waterville will require a single vendor to deliver and support the replacement of eleven (11) printer/copiers.

Interested parties must submit proposals to the City of Waterville, Technology Office, no later than 2:00 p.m. on May 28, 2015. Late proposals will not be accepted.

Scope of Services/Requirements

The City will be replacing eleven (11) copiers. Vendors should provide pricing for a lease that includes the physical machines. Vendors should also provide a cost per copy figure for the term of this lease. Vendors will be bound to this cost per copy agreement for the term of the equipment lease. The City's goal is to decrease costs while increasing overall productivity by upgrading equipment and capabilities while maintaining consolidated services with one vendor.

Each bidder's response to the RFP shall offer one machine model per machine description, and detail a full-service scenario whereby the vendor provides, installs, maintains and services the equipment, including toner and parts.

Vendor Lease - The selected vendor lease will be required to include the following as part of this lease:

1. The vendor must be able to provide maintenance service to all areas of the City. The City requires a one-point contact location, which will be responsible for all service requirements.
2. All equipment technology must be digital and be certified as new. Each model should be the latest generation offered by the respective manufacturer.
3. All proposed equipment must be from the same manufacturer.
4. Proposed machines should be network ready.
5. All machines should handle a variety of paper weights and types, including transparencies.

6. If power filters or surge protectors are recommended or required by the manufacturer, the bidder will supply these at no cost to the City.
7. All machines must meet the minimum bid specifications listed for each respective machine
8. Winning vendor will be required to remove and dispose of existing copier equipment; Vendor will remove hard drives from existing machines and provide those to the City Technology department.

Any additional features should be itemized in the response.

Equipment Description

All proposals must contain descriptive literature on the proposed copiers. At least one technical sheet must be provided for each copy machine model, accessory or option. Manufacturer specifications must specify certified monthly volumes for each machine.

Other descriptive literature or reports including award certificates from an independent testing agency will be accepted in addition to required literature.

Authorized Dealer - The bidder must be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered. Written documentation of this authorization is required.

Lease Option - The lease option should be for 60 months using a dollar buyout municipal lease. Also, describe whether the lease will be held internally, or through an external leasing source. If financing is external, please provide relevant information about the third party leasing company. For lease options, any required equipment property taxes and insurance must be included within the monthly charge. Title to any equipment subject to lease shall remain with the vendor or financing company.

Rate Increases - No allowance will be made for any rate increase (equipment, supplies, parts, labor) during the term of the contract.

Equipment Removal, Delivery, Set-up and Acceptance

All pricing must be inclusive of machine delivery charges to City locations. Normal installation is to include initial operating supplies (except paper and staples). A pre-delivery walkthrough of each site and equipment location will be coordinated with the City to ensure access and power requirements are acceptable. Delivery and installation of all copiers is to be made within 21 calendar days after receipt of an executed contract unless a longer period is authorized in writing. An operator's manual is to be delivered with each machine.

Copy Machine Supplies – Under any agreement, the vendor shall provide each site with a monthly allocation of required machine operating supplies (not including paper or staples) to be calculated based upon the estimated number of copies produced.

Return of Equipment – The end-of-contract return of any equipment shall be provided by the vendor and coordinated with the City and shall be at no cost to the City. Subject equipment shall be removed no later than 30 days after receiving notification.

Proposal Requirements

All proposals shall be submitted in the format outlined herein. In preparing submissions, respondents shall describe in detail the services proposed to be provided and how the project shall be accomplished.

The City of Waterville will accept competitive proposals from vendors having specific experience and qualifications in the areas identified in this RFP. Under competitive negotiation procedures the terms of the service contract, the price of the service, the method of service delivery, and the conditions of performance are all negotiable. A negotiated contract will be awarded to the agency that best meets the proposed needs at a reasonable price, not necessarily the lowest price.

For consideration, proposals must contain at least three (3) references from agencies, clients, or companies where similar work was recently completed.

Two (2) original copies of the proposal shall be signed and submitted to:

City of Waterville – Leasing of Copiers and Copier Support Services
Attn: Technology Office
1 Common Street
Waterville, ME 04901

Respondents must submit proposals no later than **2:00 p.m., May 28, 2015**. Timely submission of the proposal is the responsibility of the respondent.

The following is the description of the minimum bid specifications. Vendors shall submit proposal that supply these 11 machines with these minimum bid specs. Bidders are also asked to supply cost per copy rates for these 11 machines for the next five years as specified in the CPC section of the Minimum Bid Specification guidelines outlined on pages 5 through 8 of this RFP.

Additional Information

Questions regarding this RFP shall be received in writing no later than **May 15, 2015**, to Josh Grant at: jgrant@waterville-me.gov

Respondents are cautioned that any oral statements made that materially change any portion of this RFP are not valid unless and until ratified by formal written amendment. There will be no walkthroughs for this RFP prior to receipt of the proposals.

RFP Timeline

RFP Circulation Date: May 6, 2015

Questions Regarding RFP due by: May 15, 2015

Questions will be answered in writing by: May 22, 2015

Proposal Submission Deadline: May 28, 2015

Unless otherwise stated, all proposals shall address each criterion identified in the following subsection.

Selection Criteria

The City shall utilize various criteria in the selection of the successful bidder, including the following:

1. Demonstrated ability to perform this work, as demonstrated by at least three (3) references of previous recent clients.
2. Cost.
3. Quality and completeness of the proposal.
4. Vendor's reputation in the industry.
5. Commitment to work with the City of Waterville in addressing current and future needs with respect to copier equipment.

Acceptance or Rejection

The City of Waterville, at its sole discretion, reserves the right to either accept or reject any and all proposals. The existence of this request for proposal shall not, in any way, obligate the City of Waterville to take any action regarding any response submitted by a respondent to this request.

Reservation of Rights

The City reserves the right to negotiate mutually acceptable project-related conditions, including costs. The City reserves its right to reject any and all proposals, waive irregularities and informalities therein, and further reserves its right to award the contract that is in the best interest of the City. The City specifically reserves the right to select the bid which will provide the highest quality equipment and performance package at a reasonable cost to the City. The City hereby notifies bidders that certain equipment may be deleted from the contract if it exceeds the City's budget and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability and cost, or other aspects of the bid do not best meet the City's needs.

Attachments: Minimum Bid Specifications

Minimum Bid Specifications

City of Waterville

(1) Minimum 55 PPM; B/W and 55 PPM Color MFP – Finance Office

- Print/Copy/Scan
- Fax
- Stapling Finisher Unit
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Large Capacity Feeder with 2,500 sheet capacity
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index
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(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Code Office

- Print/Copy/Scan
- Fax
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Stand
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Police Chief's Office

- Print/Copy/Scan
- Stapling Finisher Unit
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Stand
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Public Works

- Print/Copy/Scan
- Fax
- Stapling Finisher Unit

- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Stand
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Police Patrol Office

- Print/Copy/Scan
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Stand
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Fire Department

- Print/Copy/Scan
- Fax
- Stapling Finisher Unit
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Large Capacity Feeder with 2,000 sheet capacity
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Assessor's Office

- Print/Copy/Scan
- Fax
- Stapling Finisher Unit
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Large Capacity Feeder with 2,000 sheet capacity
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Administration Office

- Print/Copy/Scan
- Fax
- Stapling Finisher Unit
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Large Capacity Feeder with 2,000 sheet capacity
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

(1) Minimum 30 PPM; B/W MFP Tabletop – Police Community Center

- Print/Copy/Scan
- Fax
- Reversing Automatic Document Feeder
- One front-loading cassette with 250 sheet capacity

(1) Minimum 30 PPM; B/W MFP Tabletop – Health & Welfare Office

- Print/Copy/Scan
- Fax
- Reversing Automatic Document Feeder
- One front-loading cassette with 250 sheet capacity

(1) Minimum 30 PPM; B/W and 30 PPM Color MFP – Police Detective's Office

- Print/Copy/Scan
- Reversing Automatic Document Feeder
- Two front-loading cassettes with 550 sheet capacity
- Large Capacity Feeder with 2,000 sheet capacity
- 11 x 17
- Minimum paper weight 140 pound index
- Duplex up to 140 pound index

CPC Rates

Year 1

B/W:	
Color:	

Year 2

B/W:	
Color:	

Year 3

B/W:	
Color:	

Year 4

B/W:	
Color:	

Year 5

B/W:	
Color:	

All copiers must be able to OCR scan directly into Microsoft Office products either through the machines or via a third party software running on the local network. The cost of this software needs to be clearly identified in the bid package. Vendors may be asked to demonstrate this process prior to bid award.